

EYS – KS5 Subject and Class Teacher 2024/2025

Purpose

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding, Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection and Wellbeing Coordinator (CPC) or to the Principal or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Key Accountabilities

General Responsibilities

To understand, uphold and promote the school aims, principles and objectives:

- To fulfil contractual requirements
- To understand and follow all aspects of the staff Code of Conduct
- To be accountable to their line-manager as shown in the ELIS Murcia academic leadership and management organigram
- To keep abreast of educational developments both in their subject area and in teaching and learning and to make recommendations to their line-managers
- To fully understand, promote and implement ELIS and Cognita Safeguarding policy and procedures
- To assist line-managers with the implementation of the School Improvement Plan and school self-evaluation processes
- To support other teachers and support staff within their departments/Year groups/Key Stages in the carrying out of their job descriptions
- To play an active role in department, Key Stage and school policymaking where appropriate
- To establish and maintain proper standards of professional performance
- To understand and fulfil all responsibilities in accordance with whole school academic and organisational policies

Specific Responsibilities

- Teach assigned classes
- Ensure children's safety and well-being at all times, especially when there are changes to routines e.g., school events, trips etc.
- Prepare lessons and keep a record of class work and homework
- Maintain an excellent level of communication with colleagues, line-managers and SLT through SIMS, Webmail and staff briefings/meetings
- Differentiate lessons and use AfL techniques to enable all children to develop their individual skills, use support, reinforcement and extension techniques as part of subject delivery
- Ensure that lessons have a clear structure
- Plan and state learning objectives for all lessons taught
- Set learning targets and state (and model) success criteria for individuals and for groups
- Maintain good order and behaviour among pupils, in and out of the classroom
- Set and mark homework according to subject and school policy
- Assess students' work against the EYFS, National Curriculum, (I)GCSE, AS/A2, or Spanish national requirements and record results
- Initiate and take part in the moderation of assessed work
- Record assessed results as required
- To make full use of baseline and external assessment data to establish and evaluate student potential and progress
- Report student progress to parents in the most accurate and detailed form possible according to school policy
- Leave suitable work/activity for classes in the event of absence
- Be responsible for the good care of materials and ELIS property
- Make book and materials orders (via the subject coordinator, if applicable)
- Revise or produce schemes of work, umbrella planning, curriculum guide information as required annually
- Attend and contribute to staff, subject, parent and other meetings
- Undertake professional development
- "Cover" classes for absent colleagues as required
- Participate in the student Enrichment programme as required
- Participate in the assembly programme as required
- Contribute to extra-curricular activities as required
- Carry out additional teaching and non-teaching duties, as required
- Contribute to the upkeep of quality displays in classrooms and common areas
- Undergo annual professional appraisal, participate in reflective practices and provide evidence of progress towards targets set as part of the ELIS Performance Management process (Let's Talk)

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • An understanding of how to use assessment for learning strategies to enhance and maximise pupil performance • The ability to provide student centred feedback in a way that inspires students to want to improve and achieve their full potential • The ability to motivate pupils and instil a love of learning • Skilled practitioner and communicator 	<ul style="list-style-type: none"> • Ability to adapt and react positively in any given situation • Willing and able to offer enrichment and/or extracurricular activities and opportunities
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent in relevant subjects • QTS with relevant teaching experience • Fluent English speaker (certified C2 level if English is a second language and significant experience of teaching in English) 	<ul style="list-style-type: none"> • Commitment to Continual Professional Development • Experience of the British educational system • Eligible to work in the EU without a work visa
Experience	<ul style="list-style-type: none"> • A full understanding of the importance of safeguarding student welfare within an educational environment • A full commitment to child protection policies and procedures • A clear philosophy on how subjects should be taught and their wider context within the whole curriculum • Sufficient subject knowledge to challenge more-able students to achieve high outcomes whilst being able to differentiate middle ability and less able students • Experience of teaching remotely • Up to date knowledge of current developments in UK pedagogy 	<ul style="list-style-type: none"> • Experience or awareness of pastoral and academic monitoring roles and responsibilities as a tutor • A working knowledge of the Spanish language
Personal Qualities	<ul style="list-style-type: none"> • Possess high moral and ethical values • Good personal and interpersonal skills • Able to work independently and collaboratively • A sense of humour 	<ul style="list-style-type: none"> • Willingness to engage in the local culture and learn languages • Creative when approaching challenges, offering solutions rather than obstacles

Key Stakeholders:

You will be working with:

Internal: SLT, teachers, parents and students, pupil support services, relevant staff with cross school responsibilities, relevant non-teaching staff.

External: School community, Wider Cognita teaching network.

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: